

Kentucky Internet2 Initiative
<http://i2.ky.gov>
Checklist for Internet2 Events for Conferences

- 1. Request for temporary KPEN connectivity for the site if none exists.**
 - 1.1. Email Miko Pattie at miko.pattie@ky.gov so a formal request can be made to Alltel.**
 - 1.2. If the site is not within Alltel service area, conference sponsors will need to request this from the appropriate telecom vendor. Email Tim Sizemore at tim.sizemore@education.ky.gov for assistance.**
- 2. Conference sponsor is responsible for:**
 - 2.1. Obtaining display units such as TVs, Plasma TVs, projection screens for visual effect of the live event**
 - 2.2. Obtaining speakers for audio effect**
 - 2.3. A conference site technical contact to work with Tim Sizemore**
 - 2.4. A content contact to work with Applications Work Group on programming content for the event.**
- 3. Tim Sizemore is to coordinate technical issues including:**
 - 3.1. Working with Alltel and the site technical contact on connectivity;**
 - 3.2. Working with AT&T York on videoconferencing equipment;**
 - 3.3. Working with target sites for testing and tweaking;**
 - 3.4. Working with target sites for pre-production testing prior to going live.**
- 4. Miko Pattie is to coordinate content issues including:**
 - 4.1. Working with conference sponsors and content contact on selection of programming for the live event;**
 - 4.2. Contacting potential content providers;**
 - 4.3. Managing communication between content provider, content contact and technical team;**
 - 4.4. Creating event one-pager including program and contact info**
 - 4.5. Working with conference publicities staff and appropriate communications staff from KDE, CPE, EPSB, and Education Cabinet to publicize the event.**